



Mitt Romney
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The Commonwealth of Massachusetts
Department of Public Safety
Architectural Access Board
One Ashburton Place, Room 1310
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Phone 617-727-0660 / 1-800-828-7222
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Docket Number: _____

Thomas G. Gatzunis, P.E.
Commissioner

Thomas P. Hopkins
Director

www.mass.gov/aab

PARKING LOT COMPLAINT FORM
Section 23, 521 CMR

PLEASE BE ADVISED THAT THIS FORM IS A MATTER OF PUBLIC RECORD AND WILL BE DISCLOSED UPON REQUEST.

1. Location of parking lot believed to be in violation of the Rules and Regulations:
Name: _____
Address: _____
City/Town: _____
2. Name and address of owner of parking lot (if known): _____

3. What is total number of parking spaces in the lot: _____ How many lots? _____
Date when parking lot was last repainted? _____
4. Are any handicapped spaces currently provided: _____ yes _____ no. If you answered no, go to #7. If you answered yes, check the following items which you believe are in violation:

_____ Van accessible space is not provided. (Section 23.2.2)

_____ Handicapped parking spaces are not the closest spaces in the lot to the accessible entrance. (Section 23.3.1)

_____ An accessible passenger drop-off area is not provided within 100 feet of an accessible entrance, when handicapped parking spaces are located more than 200 feet of an accessible entrance. (Section 23.3.3)

_____ Handicapped parking space is less than 8 feet wide, plus the access aisle. (Section 23.4.1)

_____ Handicapped parking space is not level and does not have a uniform, paved or hard packed smooth surface. (Section 23.4.4)

_____ Handicapped parking spaces are not marked by high contrast painted lines or delineation. (Section 23.4.5)

_____ Access aisle adjacent to handicapped parking spaces is less 5 feet wide. (Section 23.4.6b)

- _____ Access aisles are not level. They are not clearly marked by means of diagonal stripes. (Section 23.4.6e)
- _____ Van accessible space does not have a sign designating it "Van Accessible." (Section 23.4.7e)
- _____ Van accessible spaces are less than 8 feet wide. (Section 23.4.7d)
- _____ Access aisle of 8 feet is not provided at van accessible space. (Section 23.4.7e)
- _____ Where sidewalks are provided at handicapped parking spaces, a curb cut is not installed at the access aisle of each handicapped parking space or pair of spaces. (Section 23.5)
- _____ Handicapped parking space is not identified by sign indicating that it is reserved:
 - _____ A sign is not located at the head of each space. (Section 23.6.1)
 - _____ A sign is more than 10 feet away. (Section 23.6.1)
 - _____ The sign does not show an international symbol of accessibility. (Section 23.6.2)
 - _____ The sign is not set between 5 feet and 8 feet to the top of the sign. (Section 23.6.4)
- _____ Accessible route to an accessible entrance is not provided wherever passenger loading zone or parking area is provided. (Section 23.7.1)
- _____ Passenger loading zones do not provide an access aisle at least 60 inches wide, adjacent and parallel to the vehicle space. (Section 23.7.2)
- _____ A minimum of 8 feet, 2 inches of vertical clearance is not provided at van accessible spaces and accessible passenger loading zones and along at least one vehicle access route to such areas from site entrances and exits. (Section 23.4.7a)
- _____ Valet parking does not provide a passenger loading zone located on an accessible route to the entrance. (Section 23.8)
- _____ Other (please specify): _____

5. What was the most recent date you observed the violation?: _____
6. Do you want to receive copies of all correspondence regarding the complaint and be notified of any meetings or hearings?: ____ yes ____ no
7. Name and address of person/organization filing this complaint (required): _____
_____ TEL: _____
(if organization is filing, please provide the Board with the name of a contact person)
8. SIGNATURE: **(form must be signed by an individual)** _____
9. Date: _____